

<Your Name>

<Contact: Address, Company Designation>

To,

<Manager's Name>

<Mangers Designation and Contact>

Dear <Manager's Name>

I am writing this letter of resignation to formally notify you of my decision to resign from the post of <your designation> with <company name>. I have taken this decision after through deliberation and assessment and I believe it is in my best interest to move on.

As per company policy <provide reference to policy document if you have one> I would be required to serve a notice period of <duration of notice period> starting today <today's date> and ending with my resignation coming into effect on <your last working day>. Kindly relieve me of my responsibilities as early as possible to ensure a smooth transition for the organisation.

I wish you and the company success at future endeavours.

Thanking You

<Your Name>

<Designation and Contact>